

Ref.: CL/4404

Subject: **Director (D-2)**  
**Bureau of Strategic Planning**  
**Paris, France**  
**BSP 001**

Sir/Madam,

I have the honour to inform you that the vacancy notice for the post of Director of the Bureau of Strategic Planning has been published.

Please find enclosed herewith further details on the post, including the required qualifications, experience and competencies.

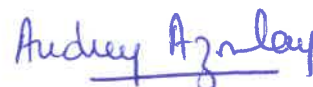
The Secretariat accords great importance to geographical distribution and gender balance in its staffing, particularly at the senior level. We therefore encourage all qualified candidates to apply.

Candidates who wish to be considered for this post should apply online, via the dedicated UNESCO website, [Careers](#), as soon as possible and before the closing date, and ensure that their applications are well received in the system. Candidates will receive an automatic acknowledgement of receipt by email confirming the registration of their applications.

All applications must be correctly submitted by **21 October 2022** at the latest. Any queries may be addressed to [staffingteam@unesco.org](mailto:staffingteam@unesco.org).

I count on your cooperation to disseminate the vacancy announcement to nationals of your country using the channels you consider most appropriate, with a view to identifying outstanding candidates for this post.

Please accept, Sir/Madam, the assurances of my highest consideration.



Audrey Azoulay  
Director-General

Enclosures: 2

cc: National Commissions for UNESCO  
Permanent Delegations to UNESCO

<b>Post Title:</b>	<b>DIRECTOR, BUREAU OF STRATEGIC PLANNING</b>
<b>Post Number:</b>	BSP 001
<b>Grade:</b>	D-2
<b>Parent Sector:</b>	Bureau of Strategic Planning
<b>Duty Station:</b>	Paris (France)
<b>Job Family:</b>	Programme Coordination
<b>Type of contract:</b>	Fixed-Term
<b>Duration of contract:</b>	2 years with possibility of renewal
<b>Recruitment open to:</b>	Internal and external candidates
<b>Application Deadline</b> ( <i>midnight, Paris time</i> ):	<b>21 October 2022</b>

**UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism**

### OVERVIEW OF THE FUNCTIONS OF THE POST

The mission of the Bureau of Strategic Planning (BSP) is to lead corporate strategic planning and programming efforts, including through improved strategic foresight and laboratory of ideas, act as the central hub for UNESCO's strategic partnerships and resource mobilization with a wide range of bilateral and multilateral public and private partners, and with civil society organizations, and contribute to the strategic positioning of the Organization's programmatic work in a UN inter-agency context.

The Director of the Bureau of Strategic Planning is responsible for the leadership and management of the Bureau and for formulating vision and coordination of strategic planning, programme monitoring, partnership development and resource mobilization, in liaison with Assistant Directors-General, for both Sectors at Headquarters and Field Offices, in line with the Organization's Medium-Term Strategies, the prevailing Programme and Budget and the 2030 Agenda for Sustainable Development.

Under the general authority of UNESCO's Deputy Director-General, the incumbent is responsible for the overall management of the Bureau of Strategic Planning, including all its resources, and shall:

- Provide intellectual and strategic leadership and oversight in the elaboration, implementation, monitoring and reporting of the Organization's overall strategy and programme, results framework, including the eight-year Strategic Objectives, the quadrennial outcomes and outputs and the development of the related impact and performance indicators, ensuring compliance with the guidance provided by the Governing Bodies, and coordinating the development of strategic approaches for a variety of programme issues, including the focus on and achievement of Global Priorities;
- Lead and promote the application of a results-based management approach and principles in the work of the organization, and that such an approach underpins all planning and programming processes, so as to effectively capture and report on the Organization's results;
- Lead the development of effective planning and programming approaches and tools to strengthen UNESCO's programme development and delivery in line with its strategic objectives, including by promoting cutting-edge and innovative approaches through its laboratory of ideas and foresight functions;
- Promote and provide oversight for programmatic coherence, alignment with corporate strategic priorities and foster intersectoral work across all UNESCO's sectors, including coordination of the elaboration, monitoring and reporting on the Intersectoral programmes;
- Contribute to the preparation of reports for submission to the Governing Bodies on the implementation of the Approved Programme and Budget and extrabudgetary projects as appropriate; and ensure quality reporting to the Governing Bodies;
- Provide leadership and high-level guidance and support for the development and implementation of effective and innovative multistakeholder partnerships and resource mobilization efforts in support of UNESCO's strategic objectives, against high-level annual funding targets, to increase growth in extrabudgetary resources and ensure a predictable funding base, as well as strong stewardship of these resources, in collaboration with the Bureau for Financial Management, for maximum impact;
- Provide strategic advice for joint UN programming processes, such as the elaboration of UN Sustainable Development Cooperation Frameworks and elaboration of joint UN programmes at all levels;
- Contribute to relevant UN system inter-agency activities at global, regional and national levels, including representing UNESCO in the High-Level Committee on Programmes, and contributing to the work of the UN Sustainable Development Group;
- Oversee the implementation of the integrated comprehensive strategy for category 2 institutes and centres;

- Participate in and contribute to the Senior Management Group to advise the Director-General and UNESCO's senior management in the areas of BSP's expertise; and
- Provide leadership and sound management of the Bureau, including sound financial and team management in line with UNESCO standards of efficiency, accountability and integrity.

The incumbent will interact and cooperate closely with government representatives, Permanent Delegations and National Commissions for UNESCO, UNESCO intergovernmental programmes, institutes and centres under the auspices of UNESCO (category 2), and other multilateral and bilateral organizations, nongovernmental organizations, etc., with a view to furthering UNESCO's mandate and objectives as well as the priorities adopted by the Governing Bodies. The incumbent will also represent the Director-General in commissions of the Governing Bodies of UNESCO as well as at intergovernmental, international and regional conferences.

For further information on the specific above-mentioned programmes, candidates may consult our website: <http://en.unesco.org/>, and/or the following documents: 41 C/4 (UNESCO's Medium-Term Strategy for 2022-2029) and 41 C/5 (UNESCO's Approved Programme and Budget for 2022-2023).

### COMPETENCIES (Core/Managerial)

Communication (C)	Building partnerships (M)
Accountability (C)	Driving and managing change (M)
Innovation (C)	Strategic thinking (M)
Knowledge sharing and continuous improvement (C)	Making quality decisions (M)
Planning and organizing (C)	Managing performance (M)
Results focus (C)	Leading and empowering others (M)
Teamwork (C)	
Professionalism (C)	

For detailed information, please consult the [UNESCO Competency Framework](#).

### REQUIRED QUALIFICATIONS

#### Education

- Advanced university degree (Master's or equivalent) in Public or Business Administration, International Affairs or related field.

#### Work Experience

- A minimum of 15 years of progressively responsible professional experience in strategic planning, programme development and management, coordination, evaluation, including substantial assignments of a regional and/or international nature.
- Several years of exposure to international cooperation.

#### Skills and Competencies

- Knowledge of, and commitment to, the Organization's mandate, vision, strategic direction and priorities.
- Strong managerial and leadership skills, high sense of objectivity, strong analytical capabilities, professional integrity, and diplomacy.
- Ability to exercise intellectual authority and leadership, as well as strong strategic and analytical drafting skills.
- Good understanding of results-based management principles and proven ability to develop and coordinate large complex programmes at scale.
- Demonstrated experience in reform initiatives and change management leadership.
- Sound knowledge of general management practices, including governance and accountability, use of information and communications technology, and techniques of quality assurance and risk management.
- Good knowledge of UNESCO's programmes, demonstrated experience with the United Nations system, and familiarity with the 2030 Agenda for sustainable development as well as United Nations reform developments.
- Experience in complex negotiations and in representing organizations at international level and in interaction with governing bodies.
- Demonstrated experience in guiding and motivating teams that deliver high quality results in a multicultural environment and in observance of diversity, as well as proven ability to train, motivate and manage personnel and in performing supervisory and monitoring duties and supporting staff development.
- Excellent interpersonal skills including the ability to manage relationships at all levels of the Organization.
- Demonstrated experience in developing and executing successful non-profit revenue-generation and donor-management strategies and tactics in international, complex, mission driven organizations that has resulted in meeting and exceeding high-level targets.
- Excellent communication skills with strong representational abilities.

#### Languages

- Excellent knowledge of English or French and good working knowledge of the other language.

## DESIRABLE QUALIFICATIONS

### Languages

- Knowledge of other official languages of UNESCO (Arabic, Chinese, Russian and/or Spanish).

## BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc. The approximate annual starting salary for this position is US \$169,706.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

Please note that UNESCO is a non-smoking Organization.

## SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO Careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Candidates from non- and under-represented Member States ([last update here](#)) are particularly welcome and strongly encouraged to apply. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality.

Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

**Representation of Member States in posts subject  
to geographical distribution as at 31 August 2022**

<b>Representation above range</b>	<b>Representation within range</b>	<b>Representation below range</b>	<b>Not represented</b>
Algeria	Afghanistan	Albania	Andorra
Argentina	Australia	Antigua and Barbuda	Angola
Belgium	Austria	Armenia	Bahamas
Benin	Azerbaijan	Bangladesh	Bahrain
Cameroon	Bolivia (Plurinational State of)	Belarus	Barbados
Canada	Bosnia and Herzegovina	Belize	Bhutan
Colombia	Brazil	Botswana	Brunei Darussalam
Democratic Republic of the Congo	Bulgaria	Cabo Verde	Central African Republic
Ethiopia	Burkina Faso	China	Chad
Finland	Burundi	Cook Islands	Costa Rica
France	Cambodia	Croatia	Dominican Republic
Greece	Chile	Cyprus	El Salvador
Italy	Comoros	Djibouti	Equatorial Guinea
Lebanon	Congo	Dominica	Guatemala
Mexico	Côte d'Ivoire	Eritrea	Guyana
Morocco	Cuba	Estonia	Haiti
Nepal	Czechia	Fiji	Iceland
Senegal	Democratic People's Republic of Korea	Gabon	Kiribati
South Africa	Denmark	Grenada	Kuwait
Spain	Ecuador	Hungary	Maldives
Tunisia	Egypt	India	Malta
Uganda	Eswatini	Indonesia	Marshall Islands
	Gambia	Iraq	Micronesia (Federated States of)
	Georgia	Kazakhstan	Monaco
	Germany	Lesotho	Nauru
	Ghana	Liberia	Niue
	Guinea	Luxembourg	Palau
	Honduras	Madagascar	Panama
	Iran (Islamic Republic of)	Malawi	Qatar
	Ireland	Mauritania	Saint Vincent and the Grenadines
	Jamaica	Montenegro	Samoa
	Japan	Myanmar	San Marino
	Jordan	New Zealand	Solomon Islands
	Kenya	Nicaragua	South Sudan
	Kyrgyzstan	Nigeria	Sri Lanka
	Lao People's Democratic Republic	North Macedonia	Suriname
	Latvia	Norway	Tajikistan
	Libya	Oman	Timor-Leste
	Lithuania	Papua New Guinea	Tonga
	Malaysia	Peru	Tuvalu
	Mali	Republic of Korea	United Arab Emirates
	Mauritius	Rwanda	Vanuatu
	Mongolia	Sao Tome and Principe	
	Mozambique	Saudi Arabia	
	Namibia	Serbia	
	Netherlands	Sierra Leone	
		Singapore	

Niger	Slovakia
Pakistan	Somalia
Palestine	Switzerland
Paraguay	Thailand
Philippines	Trinidad and Tobago
Poland	Türkiye
Portugal	Turkmenistan
Republic of Moldova	Venezuela (Bolivarian Republic of)
Romania	Yemen
Russian Federation	
Saint Kitts and Nevis	
Saint Lucia	
Seychelles	
Slovenia	
Sudan	
Sweden	
Syrian Arab Republic	
Togo	
Ukraine	
United Kingdom of Great Britain and Northern Ireland	
United Republic of Tanzania	
Uruguay	
Uzbekistan	
Viet Nam	
Zambia	
Zimbabwe	